

1026 - FILM & PRINT COORDINATOR

NATURE OF WORK

This is responsible and advanced professional work serving as the lead and primary liaison responsible for all operations regarding the film, television, print photography and recording industry in Miami Beach; including permits, coordination with city, county and state agencies, providing promotion and information, and dealing with media relations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Compiles all documentation necessary for the issuance of a permit.
Coordinates with all involved parties.
Approves all permits for all film, television and print photography projects.
Monitors all projects on location to assure compliance with city regulations.
Serves as an active member or advisory liaison on various boards and committees.
Coordinates efforts with local, County and State agencies.
Meets with concerned individuals, neighborhood and business associations about projects in their area.
Represents the City, participates in panel discussions, and gives speeches at civic and social functions.
Assist the Beacon Council and the Dade County Office of Film, Television and Print to develop an aggressive marketing and public relations plan to encourage support for the industry.
Composes and verifies weekly and monthly reports for multiple distribution.
Schedules the monthly meeting of the Fashion, Film, Television and Recording Committee.
Sets the agenda for the meeting.
Transcribes the minutes the meeting.
Attends local and national trade shows, seminars and conferences.
Provides information/interviews to the media.
Performs related work as required.

MINIMUM REQUIREMENTS

Bachelors Degree in Communication or related field. Experience in Public Affairs or Public Relations in Government and working with the film and print media. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word

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processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

Work is performed under general supervision.

SUPERVISION EXERCISED

Supervises technical, secretarial, and/or clerical staff.

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